

POSITION STATEMENT

| 1. POSITION INFORMATION | |
|---|------------------------------|
| CIVIL SERVICE CLASSIFICATION: | WORKING TITLE: |
| Student Assistant | YEOP Specialist |
| NAME OF INCUMBENT: | POSITION NUMBER: |
| | 280-069-4870-946 |
| OFFICE/SECTION/UNIT: | SUPERVISOR'S NAME: |
| San Jose Cluster / ARU 069 | Kristian Alto |
| DIVISION: | SUPERVISOR'S CLASSIFICATION: |
| Northern Workforce Services | Employment Program Manager I |
| BRANCH: | REVISION DATE: |
| Workforce Services Branch | 5/10/2019 |
| Duties Based on: <input type="checkbox"/> FT <input type="checkbox"/> PT– Fraction _____ <input checked="" type="checkbox"/> INT <input type="checkbox"/> Temporary – _____ hours | |
| 2. REQUIREMENTS OF POSITION | |
| Check all that apply: <div style="display: flex; flex-wrap: wrap;"> <div style="width: 50%;"> <input type="checkbox"/> Conflict of Interest Filing (Form 700) Required <input checked="" type="checkbox"/> May be Required to Work in Multiple Locations <input type="checkbox"/> Requires DMV Pull Notice <input checked="" type="checkbox"/> Travel May be Required </div> <div style="width: 50%;"> <input checked="" type="checkbox"/> Call Center/Counter Environment <input checked="" type="checkbox"/> Requires Fingerprinting & Background Check <input type="checkbox"/> Bilingual Fluency (<i>specify below in Description</i>) <input checked="" type="checkbox"/> Other (<i>specify below in Description</i>) </div> </div> | |
| Description of Position Requirements: (e.g., qualified Veteran, Class C driver's license, bilingual, frequent travel, graveyard/swing shift, etc.) | |
| Occasional overnight travel to other Cluster locations or trainings may be required. Student Assistants must be younger than age 25, and enrolled and registered in an accredited college or university carrying a minimum of six semester or eight quarter units and be willing to assist youth. | |
| 3. DUTIES AND RESPONSIBILITIES OF POSITION | |
| Summary Statement: (Briefly describe the position's organizational setting and major functions) | |
| Under the close supervision of an Employment Program Manager I and the direct guidance of an Employment Program Representative Range B or above as the YEOP mentor, and after on-the-job training, Student Assistants will provide services to youth designated as at-risk. The Student Assistant: case manages clients through peer advising, refers clients to training, education providers, and supportive services, provides educational guidance and career awareness, provides employment preparation assistance and job referrals, conducts YEOP workshops and outreach, presents YEOP services to the local community, schools, community based organizations (CBO), partners and employer groups to recruit clients, promotes the program, and solicit support. The Student Assistant will ensure that all clients are registered in CalJOBS SM and that program services provided are recorded in CalJOBS SM . Maintains client case folders by adhering to guidelines in the YEOP manual. | |

| Percentage of Duties | Essential Functions |
|--|--|
| 20% | Establishes a caseload of eligible youth clients, in which a caseload size must be between 15-20 clients and should not exceed 20 at any one time. The caseload goal is 36 enrollees per year with a successful closure rate of 15 or 42 percent. Ensures that caseload files have required eligibility documentation, YEOP mentor approval, planned course of action, and follow-up contact activity. |
| 20% | Assesses education and employment needs of caseload clients. Works with the client to develop a planned course of action to help the client set goals and take systematic steps to reach those goals. |
| 10% | Conducts outreach and make presentations before peer groups in schools, partner and employer groups, and/or CBOs to recruit clients, promote the YEOP, and solicit support. Encourages registration of at-risk youth in the Youth Employment Opportunity Program through cooperation with school counselors and/or work experience coordinators, CBOs, and EDD field office contacts. |
| 10% | Refers caseload clients to training opportunities, educational providers, supportive service providers, and suitable jobs, Regional Occupational Centers and Programs (ROCP/ROP), and Workforce Innovation and Opportunity Act (WIOA) service providers, as appropriate. |
| 10% | Assists caseload clients as necessary to register in CalJOBS SM and to use the EDD Labor Market Information Division website for career exploration. Demonstrates to clients how to access and enter data into CalJOBS SM . Reviews monthly YEOP reports to monitor caseload. |
| 10% | Contacts clients at least twice a month to monitor progress, follows-up on referral activity, and offers peer advising for encouragement and support. Records services provided to the clients and information received from clients in CalJOBS SM and the clients' case management folder. |
| 10% | Frequently conducts a variety of YEOP workshops on topics including resume writing and interviewing skills to prepare youth to enter higher education and the workforce. |
| 5% | Conducts computer searches on open job orders and/or contact employers to solicit appropriate openings for caseload clients. Records all employer contacts in CalJOBS SM . |
| Percentage of Duties | Marginal Functions |
| 5% | Performs other duties as assigned. |
| 4. WORK ENVIRONMENT <i>(Choose all that apply)</i> | |
| Standing: Occasionally - activity occurs < 33% | Sitting: Frequently - activity occurs 33% to 66% |
| Walking: Occasionally - activity occurs < 33% | Temperature: Temperature Controlled Office Environment |
| Lighting: Artificial Lighting | Pushing/Pulling: Occasionally - activity occurs < 33% |
| Lifting: Occasionally - activity occurs < 33% | Bending/Stooping: Occasionally - activity occurs < 33% |
| Other: <i>Click here to enter text.</i> | |
| Type of Environment: <input type="checkbox"/> High Rise <input checked="" type="checkbox"/> Cubicle <input type="checkbox"/> Warehouse <input type="checkbox"/> Outdoors <input type="checkbox"/> Other: | |

Interaction with Customers:

- ☐ Required to work in the lobby
 ☐ Required to work at a public counter
☒ Required to assist customers on the phone
 ☒ Required to assist customers in person
☐ Other:

5. SUPERVISION EXERCISED:

(List total per each classification of staff)

None

6. SIGNATURES**Employee's Statement:**

I have reviewed and discussed the duties and responsibilities of this position with my supervisor and have received a copy of the Position Statement.

Employee's Name:

Employee's Signature:

Date:

Supervisor's Statement:

I have reviewed the duties and responsibilities of this position and have provided a copy of the Position Statement to the employee.

Supervisor's Name:

Supervisor's Signature:

Date:

7. HRSD USE ONLY**Personnel Management Group (PMG) Approval**

- | | | |
|---|----------------------|---------------|
| <input checked="" type="checkbox"/> Duties meet class specification and allocation guidelines. <input type="checkbox"/> Exceptional allocation, STD-625 on file. | PMG Analyst Initials | Date Approved |
| | HV | 9/2/2022 |

Reasonable Accommodation Unit use ONLY (completed after appointment, if needed)

If a Reasonable Accommodation is necessary, please complete a Request for Reasonable Accommodation (DE 8421) form and submit to Human Resource Services Division (HRSD), Reasonable Accommodation Coordinator.

List any Reasonable Accommodations made:

Supervisor: After signatures are obtained, make 2 copies:

- Send a copy to HRSD (via your Attendance Clerk) to file in the employee's Official Personnel File (OPF)
- Provide a copy to the employee
- File original in the supervisor's drop file